



TIGARD PUBLIC LIBRARY
13500 SW Hall Blvd.
Tigard, OR 97223
(503) 684-6537

Volunteer

OPPORTUNITIES

New Volunteer Orientations Scheduled!

Thursday, January 14, 6 – 7 p.m.

(To register, contact Trish at 503-718-2516 or trish@tigard-or.gov)

Volunteer Positions Available 12/5/2015

(**Bold type means a greater need**)

Requests to Fill: Searching and finding materials patrons have put on reserve.

Shelving: Putting materials back for the next patron to discover.

Bin Sorting: Helping with materials returned to the library.

Tasket Support: help with bin sorting and holds processing of incoming holds and items returning to the library.

Entry Point: Greeting library patrons and answering directional questions.

Cart Sorting & A/V Verification: A sit-down version of Bin Sorting, sorting and checking DVDs, blu-rays, etc.

SUNDAY

~**Shelving—10 a.m.-Noon, 1-3 p.m. and 3-5 p.m.**

~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2)**, 12-1 p.m., 1-2 p.m., 2-3 p.m., 3-4 p.m.

~Tasket Support—**Noon-2 p.m.**

~Entry Point—2-4 p.m., 4-6 p.m.

~Cart Sorting & A/V Verification—Noon– 2 p.m., 4 – 6 p.m.

~Requests to Fill—**10 a.m.-Noon**, Noon-2 p.m. (3)

SATURDAY

~**Shelving—10 a.m.-Noon, 1-3 p.m. and 3-5 p.m.**

~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2)**, Noon-1 p.m., 1-2 p.m., 2-3 p.m., 3-4 p.m.

~Tasket Support—**10 a.m.-Noon**

~Entry Point—Noon-2 p.m., 4-6 p.m.

~Cart Sorting & A/V Verification—Noon – 2 p.m., 4 – 6 p.m.

~Requests to Fill—**9-11 a.m.**, 11 a.m.-1 p.m., Noon-2 p.m. (2-3)

FRIDAY

~**Shelving—10 a.m.-Noon, 1-3 p.m., 3-5 p.m., 5-7 p.m. and 7-9 p.m.**

~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2), Noon-1 p.m.**, 1-2 p.m., 2-3 p.m., 3-4 p.m., 4-5 p.m.

~Tasket Support—**10 a.m.-Noon**

~Entry Point—4-6 p.m.

- ~Cart Sorting & A/V Verification—Noon-2 p.m., 2-4 p.m.
- ~Requests to Fill – 11 a.m.-1 p.m., Noon-2 p.m., **5-7 p.m.** (2)

THURSDAY

- ~**Shelving—10 a.m.-Noon, 1-3 p.m. and 3-5 p.m.**
- ~**Entry Point (starting January 7th)—10 a.m. – Noon, Noon- 2 p.m., 4 -6 p.m., 6 – 8 p.m.**
- ~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2)**, Noon-1 p.m., 1-2 p.m., 2-3 p.m., 3-4 p.m., 4-5 p.m.
- ~Tasket Support—**10 a.m.-Noon**
- ~Cart Sorting & A/V Verification—Noon – 2 p.m., 3 – 5 p.m.
- ~Requests to Fill—11 a.m.-1 p.m., Noon-2 p.m. (1-2)

WEDNESDAY

- ~**Shelving—10 a.m.-Noon, 1-3 p.m., 3-5 p.m., 5-7 p.m. and 7-9 p.m.**
- ~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2), Noon-1 p.m.**, 1-2 p.m., 2-3 p.m., 3-4 p.m., 4-5 p.m.
- ~Tasket Support—**10 a.m.-Noon**
- ~Requests to Fill—10 a.m.-Noon, Noon-2 p.m., **5-7 p.m.** (2)
- ~Entry Point—5-7 p.m., 7-9 p.m.
- ~Cart Sorting & A/V Verification—Noon-2 p.m., 2-4 p.m., 4-6 p.m.

TUESDAY

- ~**Shelving—10 a.m.-Noon, 1-3 p.m., 3-5 p.m., 5-7 p.m. and 7-9 p.m.**
- ~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2), Noon-1 p.m.**, 1-2 p.m., 2-3 p.m., 3-4 p.m. and 4-5 p.m.
- ~Tasket Support—**10 a.m.-Noon**
- ~Entry Point—2-4 p.m., 4-6 p.m., 6-8 p.m. or 7-9 p.m.
- ~Cart Sorting & A/V Verification—Noon – 2 p.m. and 4 – 6 p.m.
- ~Requests to Fill—11 a.m.-1 p.m., Noon-2 p.m., **5-7 p.m.** (2)

MONDAY

- ~**Shelving—10 a.m.-Noon, 1-3 p.m., 3-5 p.m., 5-7 p.m. and 7-9 p.m.**
- ~Bin Sorting—**10-11 a.m. (2), 11 a.m.-Noon (2)**, Noon-1 p.m., 1-2 p.m., 2-3 p.m., 3-4 p.m. and 4-5 p.m.
- ~Tasket Support—**10 a.m.-Noon**
- ~Entry Point – 6-8 p.m.
- ~Cart Sorting & A/V Verification – Noon-2 p.m., 4-6 p.m. and 6-8 p.m.
- ~Requests to Fill—10 a.m.-Noon, Noon-2 p.m., **5-7 p.m.** (3)

Other Available Positions:

- ~**Adopt-a-Shelf Reader.** Once or twice per month Adopt-a-Shelf volunteers shelf-read the books in a specific section of shelves, rearrange books that are out of order, straighten books and generally organize their areas. Flexible hours after training—morning, afternoons or evenings.
- ~**Die-Cut Traveling Volunteer.** Arrange and visit with Beaverton Library to use their die-cut machine. This is needed a 3-4 times per year. Mileage is tax deductible. ☺